

Preparing to meet with your Architect for the First Time

Background Information

Community

- Trends and conditions – demographics, infrastructure, services & facilities, economy, transportation, priorities of the local government

Market

- Trends
 - Owner, renter, quality, demographics, other
- Area – defined (where tenants will be drawn from)

Tenant profile

- Types of households
- Mix of household types
- Income
- Specific requirements expected or amenities required
- Where they will come from – neighborhood or area
- Target rents
- Competing and comparable opportunities in the market or neighborhood

Development team

- Corporate structure
- Decision-making structure
- Identified members
- Others to be procured and/or contracted

Schedule

- Timeline for key tasks

Financing structure

- Known financing sources, requirements and constraints
- Expected/anticipated financing sources, requirements and constraints

Site Information

- Location on a map
- Neighborhood surroundings – relationship of site to neighborhood and adjacent uses
- On site conditions – infrastructure, utilities, slope, soils, neighboring sites, environmental, zoning, existing buildings, etc.
- Ownership issues – schedule for acquiring
- Political/neighborhood issues
- Master plan or general plan for the area

Design Parameters

- Unit design: mix, size, layouts, amenities
- Non-residential spaces/facilities/amenities: management office, service & community space, recreation, other facilities/amenities
- Building design: size, style, appearance
- Site improvements: site design, parking, buffers/privacy/security, green space
- Financing/budget constraints on design
- Accessibility issues/requirements
- Operational issues – useful life, energy efficiency, other standards

What services do you want your architect to deliver?

- Design
- Community and neighborhood meetings
- Development team/owner meetings
- Construction administration/supervision